



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget General Government Division 270 Washington Street, SW Atlanta, Georgia 30334	Application Number 79-105	
Application Number		Date Received MAY 2 1979	Date Completed MAY 30 1979
2. Person to Contact Winford Poitevint		Working Title Division Director	Telephone Number 656-4367
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest FY 62 Present		5. Records Series Title (followed by title used in office; if different) Documents File Annual Appropriations Disbursement General Ledger & Supporting	
6. Division and Office Function: Headed by a Director, the General Government and Protection of Persons and Property Division performs all functions relating to budget analysis and policy planning for the agencies of State Government responsible for administering state laws relating to the protection of persons and property and for delivering services relating to general government activities. In addition to these functions which are shared with the other three budget and planning divisions, the General Government Division performs the following unique functions: prepares Budget Preparation Procedural Manuals to be used by all executive agencies in the development of their budget requests; prepares Operating Budget Instructions and forms to be used by all executive agencies in the processing of their Annual Operating Budgets; maintains the Appropriation Ledger for all budget units (State Agencies) which includes the issuance of Warrants against each State Agency's State fund appropriation; prepares the format to be used by all budget analysts and planners in the budget meetings with the Governor; and prepares all memorandums for distribution to all State Agencies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the process followed in allotting State funds to State Agencies. Included are: the Annual Appropriations General Ledger which shows Legislature appropriations to each budget unit; allotments approved; Warrants issued (by number) and date issued; reallocated balance; numbered Executive Orders for Governor's Emergency Fund transfers; approved Revenue Refunds (all tax refunds). Also included are the following supporting documents: Agency Budget Warrant copies, Revenue Refund Requests, Agency Quarterly Allotment Requests, & copies of numbered Executive Orders. File is arranged: Ledger is arranged chronologically Budget Warrants & Executive Orders are arranged numerically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old <u>4</u> _____; twenty-five months and older <u>2</u> _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>1</u> _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual State Audit Report
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Information is duplicated in Comptroller General's Office and D.O.A.S.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Provides historical record of appropriations, allotments and warrant issues on all appropriation budget units in summary form. Should be kept for reference by the General Government Division in preparing historical reports.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Winford Portant</i>	5-2-79	<i>JW Braselton</i>	5/1/79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-24-79
		Secretary of State/Designee	5-24-79
		Attorney General/Designee	5-24-79